



CITY OF DUNCAN

 OKLAHOMA

COMMERCIAL PERMIT APPLICATION

Industrial, Commercial & Multi-Family

COVER PAGE

PROJECT/ BUSINESS NAME:

PROJECT ADDRESS:

PRIMARY CONTACT NAME:

PRIMARY CONTACT PHONE:

PRIMARY CONTACT EMAIL:

OFFICE USE ONLY	
RECEIVED BY:	DATE:
PERMIT NUMBER:	PLAN REVIEW FEE RECEIPT #: _____ PAID \$ _____ DATE: __/__/____ (1.4918)
PERMIT ISSUANCE	CERTIFICATE OF OCCUPANCY ISSUANCE
Application <input type="checkbox"/> N/A	Zoning/ Building Official
Zoning/ Building Official	Public Works <input type="checkbox"/> N/A
Public Works <input type="checkbox"/> N/A	Fire & Life Safety
Fire & Life Safety	Plumbing <input type="checkbox"/> N/A
Duncan Power <input type="checkbox"/> N/A	Mechanical <input type="checkbox"/> N/A
Plumbing <input type="checkbox"/> N/A	Electrical <input type="checkbox"/> N/A
Mechanical <input type="checkbox"/> N/A	Certificate of Occupancy Issued ____/____/____ By: _____
Electrical <input type="checkbox"/> N/A	
Emergency Management:	
_____ E-911 ADDRESS <input type="checkbox"/> Confirmed <input type="checkbox"/> Reassigned	



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REVIEW FEE DUE AT THE TIME OF SUBMITTAL

- New Construction Plan Review \$ 150.00
- Remodel/Redevelopment Review \$ 150.00
- Parking Lot Only Plan Review \$ 75.00

OWNER INFORMATION:		CONTRACTOR INFORMATION:	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner	Contractor Name: <input type="checkbox"/> TBD <input type="checkbox"/> SELF		
Owner Name:	Contractor Address:		
Owner Address:	City, State:	Zip:	
City, State:	Zip:	Phone:	Alt. Phone:
Phone:	Alt. Phone:	Email Address:	
Email Address:		<i>Office Use Only:</i> CITY REGISTRATION? <input type="checkbox"/> Yes Exp: ____/____/____ <input type="checkbox"/> No	

PROJECT INFORMATION:	
Project Name:	Project Type(s):
Project Address:	<input type="checkbox"/> New Commercial
Legal Description:	<input type="checkbox"/> New Commercial- Shell Only
Specific Project Description:	<input type="checkbox"/> New Commercial- Finish Only
	<input type="checkbox"/> Add-On or Remodel Commercial
	<input type="checkbox"/> New Multi-Family Building
	<input type="checkbox"/> Add-On or Remodel Multi-Family
	<input type="checkbox"/> New Industrial Building
	<input type="checkbox"/> Add-On or Remodel Industrial
	<input type="checkbox"/> Other: _____

ADDITIONAL PROJECT INFORMATION:		
Existing Sq. Ft (Entire Facility):	Occupancy Type(s), Check all applicable:	<i>Office Use Only:</i>
Added Sq. Ft: <input type="checkbox"/> N/A	<input type="checkbox"/> Assembly	<i>Zone:</i>
Drainage Impact Statement:	<input type="checkbox"/> Business	Commercial:
Date of DIS: ____/____/____	<input type="checkbox"/> Educational	1 2 3 4
(Attach copy) <input type="checkbox"/> N/A	<input type="checkbox"/> Factory/Industrial	Industrial:
Remodel/ Renovation Sq. Ft: <input type="checkbox"/> N/A	<input type="checkbox"/> Institutional	1 2 3
Lot Size: <input type="checkbox"/> SQ FT	<input type="checkbox"/> Mercantile	Agricultural:
<input type="checkbox"/> ACRE	<input type="checkbox"/> Residential	1 2
Structure Height:	<input type="checkbox"/> Storage	Residential:
Number of Stories:	<input type="checkbox"/> Utility	1 2 3 4
	<input type="checkbox"/> Other: _____	<i>Other Cert., Insp., or Lic. Required?</i>
	Fire Suppression System? <input type="checkbox"/> N/A	<input type="checkbox"/> Food-Eatery/ SCHD
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Existing	<input type="checkbox"/> Beer & Wine/ ABLE
	Fire Alarm System? <input type="checkbox"/> N/A	<input type="checkbox"/> Med. Mari./ OMMA <input type="checkbox"/> N/A
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Existing	<i>Demolition permit #</i>
	Will this project require demolition?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SUBCONTRACTOR INFORMATION:	
PLUMBING CONTRACTOR: <input type="checkbox"/> TBD <input type="checkbox"/> N/A	
Phone:	Alt. Phone:
Email Address:	
OK Plumbing Contractor Lic. #	
<i>Office Use Only:</i>	Exp:
PLBG- CITY REGISTRATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
MECHANICAL CONTRACTOR: <input type="checkbox"/> TBD <input type="checkbox"/> N/A	
Phone:	Alt. Phone:
Email Address:	
OK Mechanical Contractor Lic. #	
<i>Office Use Only:</i>	Exp:
MECH- CITY REGISTRATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ELECTRICAL CONTRACTOR: <input type="checkbox"/> TBD <input type="checkbox"/> N/A	
Phone:	Alt. Phone:
Email Address:	
OK Electrical Contractor Lic. #	
Alarm Endorsement (if applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Office Use Only:</i>	Exp:
ELEC- CITY REGISTRATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
VERIFICATION OF ENDORSEMENT: <input type="checkbox"/> Yes <input type="checkbox"/> No	
FIRE SUPPRESSION CONTRACTOR: <input type="checkbox"/> TBD <input type="checkbox"/> N/A	
Phone:	Alt. Phone:
Email Address:	
OK Contractor Lic. #	

PROJECT INFORMATION:	
SEWER:	
<input type="checkbox"/> CITY OF DUNCAN <input type="checkbox"/> PRIVATE LAGOON/ LATERAL	
NON-DOMESTIC WASTE:	
WILL THERE BE NONDOMESTIC DISCHARGE?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, contact Public Works at (580) 470-2095 for possible Discharge Permitting Requirements</i>	
WATER:	CITY OF DUNCAN
<input type="checkbox"/> CITY OF DUNCAN <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input type="checkbox"/> RURAL WATER DIST <input type="checkbox"/> WATER WELL	NEW WATER METER FEES
	LESS THAN 1" \$525
	1" \$700
	1-1/2" \$1,275
	2" \$1,725
ELECTRIC:	
<input type="checkbox"/> DUNCAN POWER <input type="checkbox"/> COTTON ELECTRIC <input type="checkbox"/> PSO	
ELECTRICAL SERVICE:	
<input type="checkbox"/> New <input type="checkbox"/> Upgrade (<i>change in demand</i>) <input type="checkbox"/> Existing If new or upgrade; select voltage desired.	
<input type="checkbox"/> 120-240 VOLT, SINGLE PHASE <input type="checkbox"/> 120-240 VOLT, THREE PHASE <input type="checkbox"/> 120-208 VOLT, THREE PHASE <input type="checkbox"/> OTHER: _____	
FLOODPLAIN:	
<input type="checkbox"/> No <input type="checkbox"/> Yes Zone: _____ - _____ If yes, attach FEMA Flood Map and contact City of Duncan Emergency Management for further review and permitting requirements.	
TERA MATHIS Floodplain Administrator Phone: (580) 251-7712 Email: tmathis@duncanok.gov	
<i>Fire Alarm and Fire Suppression Plans must be submitted to and approved by:</i>	
FIRE PROTECTION CONSULTING, INC. ATTENTION: JC CARROLL 4709 ROUNDUP ROAD EDMOND, OKLAHOMA 73034-9772 OFFICE: (405) 509-2157 MOBILE: (405)250)4296	

PROJECT VALUATION:
\$ _____

Include all costs for constructing the project, such as site work, architectural, structural, engineering, electrical, mechanical, plumbing and contractor's profit- but not land costs.



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PLAN REQUIREMENTS:

When required, each page must bear seal of a design professional as required by OK State Statute, Sec 59-46.21b and City of Duncan Code of Ordinances.

COVER PAGE

<input type="checkbox"/> Project Title (Name) and Location (Address);	<input type="checkbox"/> Date of last revision;
<input type="checkbox"/> Use/ Occupancy Classification and Load;	<input type="checkbox"/> Scale;
<input type="checkbox"/> Code Edition;	<input type="checkbox"/> Vicinity Map.

SITE PLAN

<input type="checkbox"/> Showing to scale the size and location of new construction and existing structures on the site;	
<input type="checkbox"/> Location and width of all public and private streets, driveways, turn radiuses and other circulation areas;	
<input type="checkbox"/> Location of all existing water, sanitary sewer, storm sewer, drainage and utility easement(s);	
<input type="checkbox"/> Distances from lot lines;	<input type="checkbox"/> Established street grades and proposed finished grades;
<input type="checkbox"/> Location of existing and proposed structures;	<input type="checkbox"/> Square footage and height of proposed new or addition;
<input type="checkbox"/> Location and access to fire hydrant(s);	<input type="checkbox"/> Location of all parking spaces and dimensions;
<input type="checkbox"/> Property site dimensions;	<input type="checkbox"/> Location of all access points & any obstruction(s)

CIVIL & ENGINEER (if applicable) PLANS

<input type="checkbox"/> Location of all utility easements to include size(s) & location;	
<input type="checkbox"/> Engineer's Drainage Impact Statement; required by Ordinance if adding any square footage;	
<input type="checkbox"/> FEMA Floodplain Development Permit Application; see FLOODPLAIN on Page 3.	
<input type="checkbox"/> Design of civil engineering elements;	<input type="checkbox"/> Indication of all lot lines and boundaries;
<input type="checkbox"/> Elevation;	<input type="checkbox"/> Proper storm water, drainage, etc.
<input type="checkbox"/> Design of structural elements;	<input type="checkbox"/> FAA requirements;
<input type="checkbox"/> Drainage/Stormwater Plan/Analysis	<input type="checkbox"/> FCC requirements;

FIRE & LIFE SAFETY PLAN

<input type="checkbox"/> Floor plans must include all fixtures, seating and equipment layout;	
<input type="checkbox"/> Dimensioned floor plans with room indication and door swing;	
<input type="checkbox"/> Floor plans showing all windows, doors, ramps;	<input type="checkbox"/> Fire Ratings/ Separation;
<input type="checkbox"/> Emergency Lighting and/or Exit Sign Layout;	<input type="checkbox"/> Floor plans (existing and proposed);
<input type="checkbox"/> Indication of all fire extinguishers;	<input type="checkbox"/> Emergency Egress Layout.

FIRE ALARM & SUPPRESSION PLAN (if applicable)

<input type="checkbox"/> Design of Sprinkler System;	
<input type="checkbox"/> Design of Fire Alarm System;	*See FIRE ALARM & SUPPRESSION PLANS on Page 3
<input type="checkbox"/> Design of Fire Suppression System.	

MECHANICAL, ELECTRICAL, PLUMBING (MEP PLAN)

<input type="checkbox"/> Indication of all panels, receptacles & lighting;	<input type="checkbox"/> Ductwork must be indicated;
<input type="checkbox"/> Heat source (gas and/or electric);	<input type="checkbox"/> Fresh air & exhaust indication (if applicable);
<input type="checkbox"/> Minimal plumbing fixtures required;	<input type="checkbox"/> Hot water (gas and/or electric);

LANDSCAPE PLAN

<input type="checkbox"/> To include irrigation for review of Plumbing Code & Duncan Code of Ordinance.
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CERTIFICATE OF CONTRACTOR:

I, _____, certify that I have been contracted to perform (or cause
Contractor's Printed Name
 to be performed) the work as described in this application at _____
Project Physical Address

and that I have the authority to make the foregoing application;

that the application and any accompanying plans or other information is true and accurate; and that the City of Duncan is hereby to enter premises to complete required inspections in order to adequately conduct further reviews and inspections as it may pertain to this project.

_____/_____/_____
Date

Contractor's Signature

INITIAL BELOW:

This application shall be submitted with three (3) printed sets of prints and one (1) electronic copy (pdf) of prints. The printed size shall be no smaller than 24" x 36" and drawn to scale. It is essential to provide complete and accurate information on both the application and plans.

<small>initial</small>	I have read the requirements and understand that failure to submit complete documents and/or sufficient plans may result in delays in securing a building permit for the proposed project.
<small>initial</small>	I understand that work may not commence until the building permit has been issued pursuant to approval of this application and proper construction plans.
<small>initial</small>	I understand that the issuance of permit creates no legal liability expressed or implied, on any City of Duncan Department, its employees or the municipality.
<small>initial</small>	I understand that, by submitting this application and plans, all improvements and work to be completed will comply with all requirements, City of Duncan Code of Ordinances, the Codes as adopted by the City of Duncan (Page 1) and all state and local laws and requirements otherwise not listed.
<small>initial</small>	Upon receipt, City of Duncan Land Development Application Review Committee shall have a minimum of seven (7) business days to review the plans for conformance to all applicable codes and ordinances. Upon completion of review LDARC shall provide a report of findings regarding the review(s).
<small>initial</small>	I understand that occupancy by other than construction personnel prior to Certificate of Occupancy being issued is prohibited.
<small>initial</small>	In the event that this project requires special inspections (ie: Health Department, Fire Marshall, Structural Engineer) a Certificate of Occupancy and/or Compliance will not be issued until all final inspections are satisfactory.
<small>initial</small>	All final inspections for issuance of Certificate of Occupancy and/or Compliance are scheduled for Wednesdays. A Certificate of Occupancy and Compliance Application <i>must</i> be filed for scheduling of final inspection.
<small>initial</small>	The City of Duncan does not guarantee compliance with the Americans with Disabilities Act.
<small>initial</small>	I acknowledge that failed inspections will be billed in addition to the costs of permitting; a Certificate of Occupancy and/or Compliance will not be issued until all additional inspection fees are paid.

ALL CONTRACTOR(S) CITY REGISTRATION STATUS MUST BE CURRENT BEFORE ISSUANCE OF PERMIT

BUILDING CONTRACTOR 5-1704	PLUMBING 5-303	MECHANICAL 5-603	ELECTRICAL 5-410
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RETURN COMPLETED APPLICATION, PLANS & APPLICATION REVIEW FEE TO:

City of Duncan, Department of Community Development
 1600 S. US Hwy 81, 2nd Floor . Duncan, Oklahoma 73533-8181
 Phone: (580)251-7711 . Email: landdevelopment@duncanok.gov
www.duncanok.gov

Effective January 1, 2020 (Ord. 1793-1804)

- 2018 NFPA Building Construction & Safety Code
- 2018 NFPA 101 Life Safety Code
- 2018 NFPA 1 Fire Code
- 2018 International Residential Code
- 2018 International Property Maintenance Code
- 2018 International Plumbing Code

- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2018 International Fire Code
- 2018 International Existing Building Code
- 2018 International Building Code
- 2017 National Electrical Code

THIS PAGE FOR OFFICE USE ONLY

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